

INDIANA LIBRARY AND HISTORICAL BOARD

February 7, 2008

Indiana State Library

Board Room - 401

I. CALL TO ORDER AND INTRODUCTIONS

The business meeting of the Indiana Library and Historical Board was called to order by Dr. Thomas Hamm at 9:45am. Board members present were, Mr. Jeff Krull, Mrs. Carol McKey, and Mrs. Pat Steele. Also present were, Roberta Brooker, Director of the Indiana State Library and Pamela J. Bennett, Director of the Indiana Historical Bureau. Mr. Bob Barcus was unable to attend.

Others present were:

Jim Corridan, Associate Director State Library

Jake Speer, State Library

Karen Ainslie, State Library

Drew Griffis, State Library

Wendy Knapp, State Library

Michele Farley, State Library

Theresa Anderson, State Library

Michael Piper, Executive Director, INCOLSA

Terry Wilson, Citizen

Carol Graham, State library

2-1-08 The minutes of the December 14, 2007 meeting were presented for approval. Mrs. Steele
Minutes moved and Mr. Krull seconded:

**THAT THE MINUTES OF THE DECEMBER 14, 2007 MEETING BE APPROVED
AS PRESENTED.**

Motion passed.

II. INDIANA LIBRARY AND HISTORICAL DEPARTMENT BUSINESS

2-2-08 Ron Rose discussed the most recent problems in the building. On January 22, Martin Luther King, Jr.
Library and Day, (holiday for the state) there was a flood in the library. One of the large fire suppressant pipes,
Historical located in the stack area of the 1934 building had a leak. It was discovered by a contractor from
Building Edwards who was in the building looking for parts because there was a large flood in the North
 building the same day. While he was in the library he discovered the water on the first floor. The
 fortunate thing is that they had it completely cleaned up by the next day when library staff arrived for
 work. There was no damage to the collections. Administration did not contact anyone on the
 emergency list provided to them from the library. Repairs for the problems with the suppressant
 system should start within the next week or two. It's now considered an extreme emergency by
 Public Works. Protocol and procedures were not followed and there should have been alarms go off.
 That didn't happen. It was discovered by someone that just happened to be in the building for some
 other reason. Also, Ron Rose should have been notified that there was a problem in the building. He
 was not notified.

Another major problem happened on February 6. Ron was out of the building all day in Mishawaka speaking on the Talking Books Program. About 6:14 pm he received a phone call from Scott Lambert reporting that there was a fire in the library. The South elevator malfunctioned. Late in the day staff noticed that the elevator was making strange noises. Scott who was already on his way

home, told staff to put out of order signs on the elevator and shut it down. Sometime between 5:50pm and 6:05pm the fire alarm went off. There were 2 ISL staff members, Pam Bennett and Dani Pfaff from the Historical Bureau still in the building. The fire department did respond. The disquieting thing is, besides having the problem, the protocol and procedures for the Department of Administration did not work. No one responded from the Department of Administration. During working hours they have to come over and report to Ron when the building is clear. No state employee is allowed to call 911 at this time. The staff is to call Capital Police and the South Control Room and notify them of the problem. Apparently the alarm system did work and someone from the South Control Room called the fire department. No one from Facilities Management or Capital Police showed up. Someone from Edwards did show up and said that the temperature in the elevator room was about 300 degrees. It was extremely fortunate that a major fire did not start from the extreme heat. When Ron Rose arrived the alarm was off but all the doors were unlocked because when the fire alarm goes off all the perimeter doors unlock and stay that way until the Department of Administration responds to relock them. Luckily someone from the State's night maintenance crew was called and she knew where the key was kept to be able to relock the doors. If there had not been anyone from our staff in the building at the time the alarm went off, no one on the library staff would have been notified and the building would have remained unlocked all night because no one from the Department of Administration came to check on the building when the fire alarm went off. When there is actually a fire and the fire trucks roll, Capital Police should also respond to the alarm.

The Board asked if there was any thing that they could do to be helpful. Ron Rose responded that he felt that someone other than the Department of Administration should be notified that this has happened. Both events in the last two weeks could have happened late at night or early morning rather than when there were people in the building. It could have been devastating to the building and to the materials. The Board expressed grave concern over the report that they received from Mr. Rose and encouraged that those concerns be communicated to the proper authorities in other parts of state government. Mrs. Steele moved and Mrs. McKey seconded:

THAT THE BOARD'S GRAVE CONCERNS OVER THE LACK OF RESPONSE FROM THE DEPARTMENT OF ADMINISTRATION AND CAPITAL POLICE BE COMMUNICATED TO THE PROPER AUTHORITIES IN OTHER PARTS OF STATE GOVERNMENT.

Motion passed.

2-3-08	Meeting dates for 2008:
Meeting	February 7
Dates for	April 11
2008	June 6
Confirmed	August 6/7
	October 10
	December 12

The Board agreed that starting at the April 11th meeting, all ILHB meetings will begin at 10am.

III. HISTORICAL BUREAU BUSINESS

The Director's report is made a part of these minutes.

2-4-08	Miss Bennett presented the financial reports for approval. Mr. Krull moved and Mrs. Steele
Financial	seconded:
Report	

TO ACCEPT THE FINANCIAL REPORTS AS PRESENTED.

Motion passed.

2-5-08
Marker
Program

Miss Bennett presented the Historical Marker report. September 2006 application status: The Indiana Library and Historical board approved seventeen historical marker applications to move forward with research. The Bureau began research on these markers in January 2007. The Bureau suspended research on the application for Alexander Rankin because secondary and primary sources could not prove his statewide significance based on his work on the Underground Railroad. Four markers have been delivered and will be installed in the near future once the ground is no longer frozen. The Bureau has four other markers ordered and these should all be shipped by early spring. Only one September 2006 application is still in the research phase. The topic for this application is particularly complex and requires more time to adequately research it. The Bureau will complete research on this marker in the near future.

September 2007 Applications Status: The Indiana Library and Historical Board approved fourteen historical marker applications to move forward with research. The Bureau has completed research on nine applications and began research on four other applications by early February 2008. Only one September 2007 application awaits research.

Mr. Krull moved and Mrs. McKey seconded:

TO ACCEPT THE HISTORICAL MARKER REPORT AS PRESENTED.
Motion passed.

IV. INDIANA STATE LIBRARY BUSINESS

2-6-08
Personnel
Report

Ms. Brooker presented the personnel report for approval. Mrs. Steele moved and Mrs. McKey seconded:

TO APPROVE THE PERSONNEL REPORT AS PRESENTED.
Motion passed.

2-7-08
Financial
Report

Mr. Corridan presented the financial report for approval. Mrs. Steele moved and Mrs. McKey seconded:

TO APPROVE THE FINANCIAL REPORT AS PRESENTED.
Motion passed.

2-8-08
Director's
Report

Ms. Brooker reported that the library has been open on Saturdays for about 2 years, but the Manuscript Section and the Talking Books Section have not been open. Starting March 8 the Manuscript Section will be open for use by the public and the Talking Books Section will not be open because of its location, but staff will be in Talking Books if a patron has questions or asks for material there will be someone there to retrieve it for them. Ms. Brooker reported that only 2 librarians and 1 support staff person were working on Saturdays which is not enough staff to help patrons and maintain good security. From now on all or most librarians on staff will be in the rotation to work Saturdays. Also someone from Administration will be working on Saturdays. Ms. Brooker said that she hopes that the Historical Bureau would consider opening their bookstore on Saturdays. Miss Bennett responded that she would consider opening the bookstore if the numbers work. She said she would consider opening on Saturday for a period of time to see how it works.

Ms. Brooker distributed a list of examples of items that are extremely interesting and/or a valuable part of the collection. She also stated that with the problems the library has with water and fire the library needs a room that is temperature and humidity controlled. Now that there is a list being compiled of the value of the collection, a collection that is priceless and irreplaceable, something will be done to protect the collection. Ms. Brooker stated that the

library is going to do a complete inventory of the collection.

Ms. Booker reported that the Outreach Librarians from the Professional Development Office are going to provide Customer Service Workshops for the library staff. The library is making this the “Year of Customer Service”. It is important for staff to realize how important it is to make our collections better known and emphasize answering questions as fully as possible. Ms. Brooker stated that the goal is for the State Library to not be the best kept secret in the state.

2-9-08
Outreach &
Access
Services

Mr. Krull asked about the next step in the process for the new certification rules. Mr. Corridan stated that they are waiting for the Economic Development Impact statement to be signed off on. Once that step is completed the rules have to be posted for 21 days in the Indianapolis Star. After the 21 days there will be a public hearing scheduled and the Board will vote on the rules at that time. Mr. Krull asked if there had been any feed back from the meeting held January 25. Mr. Corridan said the only feed back was what was expressed at the meeting. Some modifications were made to the proposal based on the feed back received at the meeting. 1) Changed from 2 years to 3 years the amount of time eligible to apply for a waiver. 2) A change was made so that it will not require the signature of the library director to apply for certification and/or to renew certification. They are looking at using an electronic format to apply/renew certification. 3) The terminology of the professional librarian has also been changed. It will be Librarian Certificate 1 through Librarian Certificate 6.

Mr. Corridan presented for approval the names of those requesting certification. Mrs. Steele moved and Mrs. McKey seconded:

TO APPROVE THE NAMES PRESENTED REQUESTING CERTIFICATION.
Motion passed.

Mr. Corridan reported that he, Ms. Brooker and Jake Speer went to Georgia to meet about Evergreen and had the opportunity to meet with the Georgia State Librarian which is where Evergreen began. Mr. Corridan feels as though they received a lot of good information, ideas and concepts and is looking forward to seeing if they can take the best practices from Georgia and implementing them here. He and Jake also met with people from Galileo which is their version of the INSPIRE database. It was interesting that there are some things that we are so much more advanced than they are and vice versa. Mr. Krull asked if there was much interest coming from libraries in the open source ILS idea. Mr. Corridan responded that about a third of the state’s population has signed up to be a part of the Evergreen program. There is a cover letter going out for libraries to sign stating interest, but is not an actual commitment. The State Library is trying to get the libraries to be co-partners, to lead and to get all the librarians interested into being involved in discussions, so that if a decision is made to move forward with some kind of state wide program, everyone understands and has had the opportunity to have input as to what is going to happen. That includes ALI. ALI is also going to be participating. In Georgia they found that just maintenance contracts, annual maintenance contracts, they are saving \$5 million a year. The state of Georgia is spending \$1.6 million a year for the entire project. There are a handful of other states that are already proceeding down this general path.

The meeting adjourned at 11:20am